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TRAINING Programs -3

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26 May 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Records Management Training Program

1. This is a report on the Records Management Training Program which was completed on 11 May 1953.

2. There is attached (Exhibit I) a copy of the Program which outlines the subject matter content for each discussion. There were eight sessions dealing with the three primary phases of records management; namely,

a. Records creation
b. Records maintenance
c. Records disposition

The persons who presented the various subjects consisted of selected representatives of the General Services Administration, which has responsibility for the government-wide records management program under Public Law 754; Mr. Emmett J. Leahy, President, National Records Management Council and author of the Hoover Commission Report on records management in the Federal Government; and members of our own staff.

3. Eighty-seven were selected by their respective offices to attend the Training Program. These included persons nominated as Area Records Officers, Administrative Officers and members of our own Records Management staff. Total attendance at all sessions amounted to 632, with an average of seventy-nine for each session. There is attached (Exhibit II) a list of the names of the persons who attended. At the conclusion of the Program, certificates were given to those who did not miss more than one session. Sixty-two certificates were issued. A copy of the certificate is attached (Exhibit III).

4. Each person attending the course was also given appropriate reference material pertaining to various phases of the Records Management Program, such as Reports Management, Forms Management and Correspondence Management. There is attached a set of these handouts for your information (Exhibit IV).

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5. I am very much encouraged by the results of this Training Program. The splendid attendance at the training sessions and the amount of interest displayed by those in attendance, as evidenced by their questions and comments, indicates real interest. Our objective now is to keep up this interest and enthusiasm by continual contact with the Area Records Officers. We plan to do this by the following methods:

a. A series of meetings is scheduled with Area Records Officers grouped by the major components of the Agency. These will be informal meetings at which accomplishments will be discussed and plans for the future outlined.

b. A series of bulletins is being issued outlining various phases of the Program which need attention and giving general instructions on how certain technical portions of the Program may be established and carried out. The first bulletin has already been issued (Exhibit IV, Item N) and a second one will be issued shortly.

c. Additional courses will be given in selected areas such as Forms Management, Reports Management and Correspondence Management. We have started some training work on the Agency File Manual at the request of three offices.

6. Some offices have expressed an interest in the Program but have indicated that they do not have individuals on their staffs to carry out the duties of Area Records Officers. In these cases, we will supply qualified personnel from our staff.

7. I believe that the Records Management Program is now generally accepted in the Agency and will provide us with the means of obtaining substantial savings in the future. Tangible results from the installation of new systems and procedures will not be apparent until the Area Records Officers have received further training and have had time to make the installations. In the meantime, however, there will be tangible results in the disposition of records and consequent reduction in the procurement of filing equipment. This will begin as soon as we can transfer inactive records to a Records Center. I am preparing a staff study concerning the establishment of an Agency Records Center at the warehouse now used by the Office of Logistics [redacted] I plan to have this study in your hands by about 5 June.

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SIGNED

[redacted]

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Chief, General Services Office

Attachments
Exhibits I through IV

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